



City of Santa Clara

The Center of What's Possible

CIVIL SERVICE COMMISSION AGENDA

Monday, January 8, 2018 at 7:00 p.m.
City Hall Council Chambers
1500 Warburton Avenue
Santa Clara, CA 95050

- I. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- II. **CONSENT CALENDAR**
 - A. **MEETING MINUTES** of November 13, 2017.
 - B. **CHANGE OF STATUS REPORTS** for November and December 2017.
 - C. **CURRENT RECRUITMENT ACTIVITY REPORTS** for November and December 2017.
 - D. **EXAMINATION REPORTS** for November and December 2017.
- III. **ORAL COMMUNICATIONS** – The law does not permit Commission Action on, or extended discussion of, any item not on the Agenda except under special circumstances. Note the instructions in the Agenda regarding Oral Communications.
- IV. **NEW BUSINESS**
 - A. **CONSIDER REQUEST** to Modify Job Specification for Forensic Coordinator.
 - B. **CONSIDER REQUEST** to Adopt Job Specification, Recruitment Type and Examination Weighting for Fire Application Data Analyst.
 - C. **CONSIDER REQUEST** to Waive Examination Process for Utility Field Services Supervisor.
 - D. **CONSIDER REQUEST** to Waive Examination Process for Maintenance Systems Specialist.
- V. **INFORMATIONAL REPORTS**
 - A. Staff – Acknowledging Commissioner Staffelbach's Service
 - B. Commissioners - Regarding Meetings or Conferences Attended (if any)
- VI. **ADJOURNMENT** – Adjourn to the next regular meeting of the Civil Service Commission at 7:00 p.m. on March 12, 2018.



City of Santa Clara
Civil Service Commission Minutes
November 13, 2017 at 7:00 PM
City Council Chambers

1500 Warburton Avenue

Santa Clara, CA

Present: Chairperson Mario Bouza, Vice-Chairperson Carolyn McAllister;
Commissioners Pat Staffelbach, Willie Brown and John Casey; Human
Resources Assistant Director, Julia Hill; Recording Secretary, Christine Heng;
Deputy City Attorney, Diana Fazely.

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Bouza called the meeting to order at 7:01 p.m., and led the meeting in the Pledge of Allegiance.

II. SPECIAL ORDER OF BUSINESS

A. CITY CALENDAR PHOTOGRAPH OF COMMISSION

III. CONSENT CALENDAR

A. MINUTES OF SEPTEMBER 11, 2017 CIVIL SERVICE COMMISSION MEETING - There being no objections or changes.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Staffelbach, to **NOTE AND FILE** Item III-A.

MOTION carried, 5-0

B. CHANGE OF STATUS REPORT for September and October, 2017.

C. CURRENT RECRUITMENT ACTIVITY REPORT for

September and October, 2017.

D. EXAMINATION REPORT for September and October, 2017.

MOTION by Commissioner Brown, seconded by Commissioner Casey, to
NOTE AND FILE Items III-B, III-C, and III-D.

MOTION carried, 5-0

IV. ORAL COMMUNICATIONS – None

The law does not permit Commission Action on, or extended discussion of, any item not on the Agenda except under special circumstances. Note the instructions in the Agenda regarding Oral Communications.

V. NEW BUSINESS

A. CONSIDER REQUEST to Abolish the Eligible List for Recreation Coordinator.

Ms. Hill explained that the current eligible list for Recreation Coordinator was established on January 20, 2017 and is scheduled to expire one year later on January 20, 2018. Attached is a memorandum from the Recreation Manager requesting to abolish the eligible list for Recreation Coordinator. The eligible list for Recreation Coordinator was originally comprised of six (6) candidates. All of the eligible candidates were contacted to participate in the Department interview. The Parks and Recreation Department has determined through departmental interviews that the candidates remaining on the eligible list are not appropriate matches for the current vacancies. Abolishing the eligible list will give an opportunity for other qualified candidates to apply, giving the City the opportunity to select from a more current applicant pool. No recommendations are proposed for the job specification, the examination weight of Qualifying Written Examination and 100% Oral Examination, or the recruitment type of Open/Promotional

Staff recommended the Civil Service Commission approve the request to abolish the eligible list for Recreation Coordinator.

Commissioner Casey stated that staff has brought forth a number of requests to abolish the eligibility list and requested that staff clarify the logic to abolishing the eligibility list to seek new applicants. Ms. Hill responded that abolishing an eligibility list allows the City of Santa Clara to start a new recruitment, which will generate many more applicants since the job announcement is posted on multiple job search engines.

MOTION by Commissioner Brown, seconded by Commissioner Casey **to abolish the eligible list for Recreation Coordinator.**

MOTION carried, 5-0

B. CONSIDER REQUEST to Modify the Recruitment Type for Senior Public Safety Dispatcher.

Ms. Hill explained that the Police Department will soon conduct a recruitment to fill a current Senior Public Safety Dispatcher vacancy. The Police Department recommends changing the recruitment type for Senior Public Safety Dispatcher from Open/Promotional to Closed/Promotional. Changing the recruitment type to Closed/Promotional would allow eight current employees the opportunity to compete for a promotion. No changes are recommended to the examination weighting (100% Oral with a qualifying written) for this classification.

Staff recommended the Civil Service Commission approve the modification of the recruitment type to Closed/Promotional for Senior Public Safety Dispatcher.

Commissioner Brown stated that changing the recruitment type to Closed/Promotional will narrow the applicant pool. Police Captain Wahid Kazem explained that a Closed/Promotional recruitment type allows current employees to compete for this opportunity. Captain Kazem further stated that the department feels that the City has sufficient number of qualified employees to fill the upcoming position. Commissioner Brown asked why the Department would rather hire/promote from within. Captain Kazem responded that the Senior Public Safety Dispatcher position is unique in that prior experience with the department's CAD system is required to perform the job. Commissioner Brown and Casey also stated that it seems that staff is doing the City a disservice by narrowing the applicant pool and asked if this process saves time or is more efficient. Captain Kazem confirmed that a Closed/Promotional opportunity saves the department time, given that knowledge and expertise required for this position is developed through years working in this specific dispatch center with its unique 911 call system, CAD system, and policy and procedures are different. Commissioner Brown asked why this position was not Closed/Promotional to begin with and Ms. Hill responded that the City tries to make most positions Open/Promotional and adjust based on the number of qualified internal candidates and in this particular case the City already has a good pool of candidates internally.

MOTION by Vice-Chairperson McAllister, seconded by Commissioner Staffelbach, **to modify the recruitment type for Senior Public Safety Dispatcher.**

MOTION carried, 5-0

- C. **CONSIDER REQUEST** to Change Title for Maintenance System Specialist to Utility Business Systems Specialist.

Ms. Hill explained that the Water and Sewer Utilities Department submitted a requisition to fill a vacancy for the position of Maintenance System Specialist. Attached is a memo from the Water and Sewer Utilities Department requesting that the title be changed to Utility Business Systems Specialist. This title change reflects the utility systems that this position will manage and maintain. There are no recommended changes to the recruitment type (Open/Promotional) or the exam weighting (100% Oral).

Staff recommends the Civil Service Commission approve the title change for Maintenance System Specialist to Utility Business Systems Specialist.

MOTION by Commissioner Casey, seconded by Commissioner Staffelbach, **to change title for Maintenance System Specialist to Utility Business Systems Specialist.**

MOTION carried, 5-0

- D. **CONSIDER REQUEST** to Modify Job Specification for Code Enforcement Officer.

Ms. Hill explained that The Water and Sewer Utilities Department will soon conduct a recruitment for the position of Code Enforcement Officer. The job specification for Code Enforcement Officer was last approved in September, 2017. The Water and Sewer Utilities Department determined after that date that they have a hiring need for a Code Enforcement Officer. A job analysis was conducted to identify additions and changes to the job specification for the Water and Sewer Utilities Department. Proposed additions to the Minimum Qualifications section include experience in industrial/commercial pretreatment inspections. The Licenses and/or Certificates section was updated to include a Grade II Environmental Compliance Inspector Certification within twelve (12) months, a desirable Water Distribution Operators Certification and a desirable Cross-Connection Control Program Specialist Certification. The Distinguishing Characteristics

section has been added to include investigations in fats, oils and grease (FOG) source control and recycled water. The Typical Duties section was updated to include duties incumbents in the Water and Sewer Utilities Department will be expected to perform such as, performing sampling of potable, recycled and waste water for various constituents. The Knowledge, Skills and Abilities section was updated to include Federal, State and local rules and regulations for water, wastewater and recycled water. No changes are recommended for the examination weighting (100% Oral examination) or the recruitment type (Open/Promotional).

Staff recommends the Civil Service Commission approve the modified job specification for Code Enforcement Officer.

Commissioner Casey stated this Code Enforcement Officer job specification sounds different than the one that might direct traffic or take reports when there is a wreck. Ms. Hill explained that Code Enforcement Officers either know building inspection codes, storm drain codes, or water codes and identify violations of state codes or local ordinances and issue tickets or stop notices. Commissioner Casey asked if this position is different from a Community Service Officer and Ms. Hill responded that CSOs work in the Police Department, while Code Enforcement Officers are non-criminal based and deal with local ordinance control and enforcement.

Commissioner Casey asked where the line is drawn should someone be caught disposing harmful things into the waste water system. Mike Vasquez, Water and Sewer Compliance Manager, explained that currently the City coordinates with the City of San Jose and the Regional Waste Water Facilities on illicit discharges. In the near future, the City will also take over the fat, oil, and grease prevention program, which prevents these item to be deposited in the sewer lines, causing sanitary overflows. This position would be the main coordinator of this program along with the City's recycled water program. Commissioner Casey asked who is performing the compliance task currently and Mr. Vasquez replied that it is himself and a Code Enforcement Technician. This new position is required to bridge the gap between the number of personnel and the programs the City oversees. The Code Enforcement Officer will visit food services establishments, checking their grease interceptor and traps, and review best practices to prevent grease from entering sewer lines.

Commissioner Casey inquired how efforts will be coordinated with the County of Santa Clara. Mr. Vasquez responded that in egregious offenses, where shutdown of an establishment is required, the City will coordinate efforts with the County.

MOTION by Commissioner Brown, seconded by Commissioner Casey, to **modify job specification for Code Enforcement Officer.**

MOTION carried, 5-0

- E. **CONSIDER REQUEST** to Modify Job Specification for Utility Field Services Supervisor.

Ms. Hill explained that the Finance Department will soon conduct a recruitment for the position of Utility Field Services Supervisor. The job specification for Utility Field Services Supervisor was last approved in August, 1996. A job analysis was conducted to identify additions and changes to the job specification for the Finance Department. Proposed additions to the Minimum Qualifications section include experience at the level of Utility Field Services Worker or equivalent. A Desirable Qualifications section was added to include supervisory experience. The Typical Duties section was changed to reflect the current tasks this position would perform, such as interpreting computer printouts and investigating causes of abnormally high or low meter readings. The Knowledge, Skills, and Abilities section was updated to include additional items such as utility and meter reading policies and procedures pertinent to Federal, State and local laws and regulations. The job specification has also been updated to reflect the new standard job description format. No changes are recommended for the examination weighting (100% Oral Examination) or the recruitment type (Closed/Promotional).

Staff recommends the Civil Service Commission approve the modified job specification for Utility Field Services Supervisor.

Chairperson Bouza asked if this position will be reading electric meters and if meter reading will become obsolete. Ms. Hill replied that this position will be responsible for meter readings and that there will still be the need for people to verify the readings and deal with discrepancies. Ms. Hill indicated that this position will not be obsolete in the near future.

MOTION by Commissioner Casey, seconded by Vice-Chairperson McAllister, to **modify job specification for Utility Field Services Supervisor.**

MOTION carried, 5-0

VII. INFORMATIONAL REPORTS

A. STAFF REPORTS - Civil Service Commission Meeting Dates for 2018.

The dates have been set for the Civil Service Commission meetings to be held in 2018. As always, these meetings fall on the second Monday of alternating months beginning in January.

The meeting dates are as follows:

January 8, 2018	July 9, 2018
March 12, 2018	September 17, 2018 (due to Admissions Day September 10)
May 14, 2018	November 19, 2018 (due to Veteran's Day, November 12)

Also, potential Board of Review dates are reserved on these days:

February 12 and 22, 2018	August 13, 2018
April 16 and 26, 2018	October 15 and 25, 2018
June 11 and 21, 2018	

B. COMMISSIONERS REPORTS - None

VII. ADJOURNMENT

Chairperson Bouza **ADJOURN the meeting at 7:30 p.m., until Monday, January 8, 2018, at 7:00 p.m., the next regularly scheduled meeting of the Civil Service Commission.**

Respectfully submitted,



Julia Hill
Assistant Director of Human Resources

CITY OF SANTA CLARA CHANGE OF STATUS
MONTH OF DECEMBER 2017
NOVEMBER 19, 2017 - DECEMBER 30, 2017

ITEM II-B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
Public Works				
Vizcarra, Art	Fleet Coordinator	Probationary/Promotion		12/3/17
Casas, Conrado	Street Maintenance Worker II		Retirement	12/28/17
Billingsley, Ronald	Solid Waste Foreman		Retirement	12/29/17
Santos, Ramon	Senior Engineer		Retirement	12/29/17
Water & Sewer				
Dudley, James	Water & Sewer Maintenance Worker II	Probationary/Promotion		12/17/17
Pinheiro, Justin	Water & Sewer Maintenance Worker II	Probationary/Promotion		12/17/17
Luu, Duc	Sr. Engineering Aide	Probationary/Promotion		12/17/17

Appointments		Separations	
Probationary	3.00	Resignation	3.00
Probationary/Promotion	6.00	Retirement	18.00
Unclassified Promotion	3.00	Separation	1.00
MONTHLY TOTALS		12.00	22.00

Distribution: Original -

Director of Human Resources
Civil Service Commission
Assistant Director of Human Resources
Building Maintenance Foreperson
Network Computer Support Division Manager
Applications Manager - Unisys

Ingrid Miranda

Ingrid Miranda
Human Resources Management Analyst

CITY OF SANTA CLARA CHANGE OF STATUS
MONTH OF NOVEMBER 2017
OCTOBER 22, 2017 - NOVEMBER 18, 2017

ITEM II - B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
Electric				
Valentukonis, Robert	Business Analyst	Probationary/Promotion		10/22/17
Richmond, Nathan	Electric Helper/Driver	Probationary		10/23/17
Roberts, Bryant	Journey Lineworker Apprentice	Probationary		11/13/17
Finance				
Hayes, Maria	Business Analyst	Probationary		10/23/17
Library				
Christiaens, Cody	Sr. Library Assistant	Probationary		10/30/17
Police				
Avalos, Sylvia	Police Records Specialist II	Probationary		10/23/17
Lobito, Gina	Community Service Officer I	Transfer		11/5/17
Stewart, Colin	Police Sergeant	Probationary/Promotion		11/5/17
Estes, Kevin	Police Officer		Resignation	11/10/17
Public Works				
Alejo, Ralph	Street Maintenance Worker III	Probationary/Promotion		11/5/17
Silveira, Luis	Building Maintenance Worker	Probationary		11/6/17

Appointments	Separations	
Probationary	6.00	Resignation
Probationary/Promotion	3.00	
Transfer	1.00	
MONTHLY TOTALS	10.00	1.00

Distribution: Original -

Director of Human Resources
Civil Service Commission
Assistant Director of Human Resources
Building Maintenance Foreperson
Network Computer Support Division Manager
Applications Manager - Unisys



Ingrid Miranda
Human Resources Management Analyst

CITY OF SANTA CLARA CHANGE OF STATUS
MONTH OF DECEMBER 2017
NOVEMBER 19, 2017 - DECEMBER 30, 2017

ITEM II-B

Department	Position Classification	Type of Appointment	Type of Separation	Effective Date
Community Development				
Tott, Herman	Inspection Manager	Unclassified Promotion		12/17/17
Electric				
Patei, Krishn	Assistant Electric Utility Engineer	Probationary		11/20/17
Whitfield, Jason	Electrician	Probationary		11/20/17
Rangel, Brianne	Account Clerk III	Probationary/Promotion		12/17/17
Steffani, Philip	Sr. Engineering Aide	Probationary/Promotion		12/17/17
Fernandez, Robert	Senior Energy Systems Analyst	Probationary		12/18/17
Cervelli, Christopher	Electric Division Manager		Retirement	12/29/17
Steffani, Dennis	Principal Electric Utility Engineer		Retirement	12/29/17
Finance				
Kraetsch, Angela	Director of Finance	Unclassified Promotion		12/17/17
Haas, Tamara	Deputy City Manager		Retirement	12/29/17
Holm, Belinda	Purchasing Division Manager		Retirement	12/29/17
Fire				
Sanchez-Palmada, Mireya	Firefighter I		Separation	12/7/17
Maloney, Kevin	Driver/Engineer		Retirement	12/18/17
Martin, Philip			Retirement	12/28/17
Ryan, Catherine	Sr. Staff Aide		Retirement	12/29/17
Human Resources				
Coelho, Linda	Sr. Human Resources Assistant		Retirement	12/29/17
Library				
Hsiao, Jenny	Librarian II		Retirement	12/29/17
Ting, Renee	Librarian I		Resignation	12/7/17
Ulrich, Erin	Library Program Coordinator		Resignation	12/29/17
Parks & Recreation				
Abemethy, Douglas	Parks Construction, Maintenance & Repair Manager	Unclassified Promotion		12/17/17
Ramos, Robert	Grounds Maintenance Worker II		Retirement	12/28/17
Police				
Reigel, Laura	Forensic Coordinator		Resignation	12/12/17
Paolineti, Robert	Police Officer		Retirement	12/16/17
Bailey, Richard	Police Officer		Retirement	12/15/17
Flores, Robin	Community Service Officer II		Retirement	12/21/17
Middlekauff, Craig	Police Lieutenant		Retirement	12/27/17
Black, Deanna	Community Service Officer II		Retirement	12/28/17

RECRUITMENT ACTIVITY REPORT
December 1, 2016 to November 30, 2017

Item II-C

Req #	Title	Status	Department	Created
16171	Staff Aide I	Open	Police	1/25/2017
16210	Troubleshooter	Open	Electric Utility	12/15/2016
17004	Park Maintenance & Operations Supervisor	Open	Parks and Recreation	1/6/2017
17005	Park Maintenance and Operations Supervisor	Open	Parks and Recreation	1/6/2017
17014	Office Specialist III	Open	Parks and Recreation	1/20/2017
17015	Principal Engineering Aide - Civil	Open	Public Works/Engineering	3/20/2017
17024	Electrical Estimator	Open	Electric Utility	2/23/2017
17032	Accounting Technician II	Open	Finance	3/8/2017
17040	Senior Engineering Aide	Open	Electric Utility	3/23/2017
17047	Tree Trimmer II	Open	Public Works/Streets Division	4/24/2017
17055	Office Specialist II	Open	City Manager's Office	5/5/2017
17058	Crime Analyst	Open	Police	5/16/2017
17060	Electric Helper/Driver	Open	Electric Utility	5/25/2017
17063	Electric and Water System Operator	Open	Electric Utility	6/1/2017
17064	Electric Utility Engineer	Open	Electric Utility	6/2/2017
17065	Assistant Electric Utility Engineer	Open	Electric Utility	6/19/2017
17066	Associate Engineer (Civil)	Open	Public Works/Engineering	6/8/2017
17067	Customer Service Representative	Open	Finance	6/19/2017
17069	Code Enforcement Officer	Open	Public Works/Automotive Services	6/26/2017
17070	Automotive Technician I	Open	Public Works/Automotive Services	6/19/2017
17074	Senior Materials Handler	Open	Public Works/Automotive Services	6/19/2017
17075	Deputy Fire Marshal II	Open	Fire	6/26/2017
17076	Deputy Fire Marshal I	Open	Fire	6/19/2017
17077	Fire Protection Engineer	Open	Fire	6/26/2017
17080	Staff Analyst I	Open	City Council	6/23/2017
17082	Street Maintenance Worker I	Open	Public Works/Streets Division	6/23/2017
17083	Electric Division Manager - Joint Action Committee	Open	Electric Utility	6/23/2017
17084	Electric Division Manager-Market Analysis and Pricing	Open	Electric Utility	6/23/2017
17085	Senior Energy Systems Analyst	Open	Electric Utility	6/23/2017
17086	Associate Engineer (Civil)	Open	Public Works/Engineering	6/26/2017
17087	Electric Utility Electrician	Open	Electric Utility	6/29/2017
17089	Planning Manager	Open	Community Development	6/29/2017
17092	Housing Development Officer	Open	Community Development	7/13/2017

RECRUITMENT ACTIVITY REPORT
December 1, 2016 to November 30, 2017

17096	Accounting Technician I	Open	Finance	7/19/2017
17097	Senior Accounting Technician	Open	Finance	7/19/2017
17100	Inspection Manager	Open	Community Development	7/27/2017
17101	Senior Inspector	Open	Community Development	7/27/2017
17102	Combination Inspector	Open	Community Development	7/27/2017
17103	Combination Inspector	Open	Community Development	7/27/2017
17104	Senior Plans Examiner	Open	Community Development	7/27/2017
17105	Plans Examiner	Open	Community Development	7/27/2017
17106	Account Clerk III	Open	Electric Utility	7/27/2017
17110	Electric Utility Programmer Analyst	Open	Electric Utility	8/2/2017
17111	Fire Application Data Analyst	Open	Fire	8/4/2017
17112	Utility Field Services Supervisor	Open	Finance	8/4/2017
17113	Recreation Coordinator	Open	Parks and Recreation	8/11/2017
17114	Recreation Specialist	Open	Parks and Recreation	8/11/2017
17116	Firefighter I	Open	Parks and Recreation	8/14/2017
17117	Utility Crew Supervisor	Open	Water and Sewer Utilities	8/17/2017
17118	Water Service Technician I	Open	Water and Sewer Utilities	8/18/2017
17121	Police Officer	Open	Police	8/18/2017
17122	Police Officer	Open	Police	8/18/2017
17123	Water & Sewer Maintenance Worker I	Open	Water and Sewer Utilities	8/18/2017
17124	Public Safety Dispatcher I	Open	Police/Communications Division	8/23/2017
17125	Police Lieutenant	Open	Police	8/23/2017
17128	Assistant Engineer (Civil)	Open	Public Works/Engineering	9/11/2017
17129	Maintenance Systems Specialist	Open	Water and Sewer Utilities	9/14/2017
17130	Office Specialist to the City Clerk	Open	City Clerk/City Auditor's Office	9/15/2017
17131	Grounds Maintenance Worker I	Open	Public Works/Streets Division	9/18/2017
17133	Code Enforcement Officer	Open	Water and Sewer Utilities	9/22/2017
17134	Staff Aide I	Open	Water and Sewer Utilities	9/22/2017
17137	Grounds Maintenance Worker II	Open	Parks and Recreation	10/2/2017
17138	Customer Service Representative-Permit Center	Open	Community Development	9/29/2017
17139	Senior Engineering Aide	Open	Water and Sewer Utilities	9/29/2017
17142	Office Specialist II	Open	Parks and Recreation	10/3/2017
17144	Principal Planner	Open	Community Development	10/3/2017
17146	Electric Program Manager	Open	Electric Utility	10/6/2017
17151	Building/Housing Inspector	Open	Community Development	10/17/2017
17152	Code Enforcement Technician	Open	Water and Sewer Utilities	10/17/2017
17153	Management Analyst	Open	Finance	10/18/2017
17156	Public Safety Dispatcher I	Open	Police	10/27/2017
17088	Electric Utility Electrician	Open	Electric Utility	6/29/2017

RECRUITMENT ACTIVITY REPORT
January 1, 2017 to December 31, 2017

Item II-C

Req #	Title	Status	Department	Created
16171	Staff Aide I	Open	Police	1/25/2017
17004	Park Maintenance & Operations Supervisor	Open	Parks and Recreation	1/6/2017
17014	Office Specialist III	Open	Parks and Recreation	1/20/2017
17015	Principal Engineering Aide - Civil	Open	Public Works/Engineering	3/20/2017
17024	Electrical Estimator	Open	Electric Utility	2/23/2017
17032	Accounting Technician II	Open	Finance	3/8/2017
17040	Senior Engineering Aide	Open	Electric Utility	3/23/2017
17047	Tree Trimmer II	Open	Public Works/Streets Division	4/24/2017
17055	Office Specialist II	Open	City Manager's Office	5/5/2017
17060	Electric Helper/Driver	Open	Electric Utility	5/25/2017
17063	Electric and Water System Operator	Open	Electric Utility	6/1/2017
17064	Electric Utility Engineer	Open	Electric Utility	6/2/2017
17065	Assistant Electric Utility Engineer	Open	Electric Utility	6/19/2017
17066	Associate Engineer (Civil)	Open	Public Works/Engineering	6/8/2017
17067	Customer Service Representative	Open	Finance	6/19/2017
17069	Code Enforcement Officer	Open	Public Works/Automotive Services	6/26/2017
17070	Automotive Technician I	Open	Public Works/Automotive Services	6/19/2017
17074	Senior Materials Handler	Open	Public Works/Automotive Services	6/19/2017
17075	Deputy Fire Marshal II	Open	Fire	6/26/2017
17076	Deputy Fire Marshal I	Open	Fire	6/19/2017
17077	Fire Protection Engineer	Open	Fire	6/26/2017
17080	Staff Analyst I	Open	City Council	6/23/2017
17082	Street Maintenance Worker I	Open	Public Works/Streets Division	6/23/2017
17083	Electric Division Manager - Joint Action Committee	Open	Electric Utility	6/23/2017
17084	Electric Division Manager-Market Analysis and Pricing	Open	Electric Utility	6/23/2017
17085	Senior Energy Systems Analyst	Open	Electric Utility	6/23/2017
17086	Associate Engineer (Civil)	Open	Public Works/Engineering	6/26/2017
17087	Electric Utility Electrician	Open	Electric Utility	6/29/2017
17089	Planning Manager	Open	Community Development	6/29/2017
17092	Housing Development Officer	Open	Community Development	7/13/2017
17096	Accounting Technician I	Open	Finance	7/19/2017
17097	Senior Accounting Technician	Open	Finance	7/19/2017
17102	Combination Inspector	Open	Community Development	7/27/2017
17103	Combination Inspector	Open	Community Development	7/27/2017

RECRUITMENT ACTIVITY REPORT
January 1, 2017 to December 31, 2017

17104	Senior Plans Examiner	Open	Community Development	7/27/2017
17106	Account Clerk III	Open	Electric Utility	7/27/2017
17110	Electric Utility Programmer Analyst	Open	Electric Utility	8/2/2017
17111	Fire Application Data Analyst	Open	Fire	8/4/2017
17112	Utility Field Services Supervisor	Open	Finance	8/4/2017
17113	Recreation Coordinator	Open	Parks and Recreation	8/11/2017
17114	Recreation Specialist	Open	Parks and Recreation	8/11/2017
17116	Firefighter I	Open	Parks and Recreation	8/14/2017
17117	Utility Crew Supervisor	Open	Water and Sewer Utilities	8/17/2017
17118	Water Service Technician I	Open	Water and Sewer Utilities	8/18/2017
17121	Police Officer	Open	Police	8/18/2017
17123	Water & Sewer Maintenance Worker I	Open	Water and Sewer Utilities	8/18/2017
17124	Public Safety Dispatcher I	Open	Police/Communications Division	8/23/2017
17125	Police Lieutenant	Open	Police	8/23/2017
17128	Assistant Engineer (Civil)	Open	Public Works/Engineering	9/11/2017
17129	Maintenance Systems Specialist	Open	Water and Sewer Utilities	9/14/2017
17130	Office Specialist to the City Clerk	Open	City Clerk/City Auditor's Office	9/15/2017
17131	Grounds Maintenance Worker I	Open	Public Works/Streets Division	9/18/2017
17133	Code Enforcement Officer	Open	Water and Sewer Utilities	9/22/2017
17137	Grounds Maintenance Worker II	Open	Parks and Recreation	10/2/2017
17138	Customer Service Representative-Permit Center	Open	Community Development	9/29/2017
17139	Senior Engineering Aide	Open	Water and Sewer Utilities	9/29/2017
17144	Principal Planner	Open	Community Development	10/3/2017
17145	Environmental Programs Manager	Open	Public Works/Streets Division	10/3/2017
17146	Electric Program Manager	Open	Electric Utility	10/6/2017
17149	Principal Engineer	Open	Public Works/Engineering	11/30/2017
17151	Building/Housing Inspector	Open	Community Development	10/17/2017
17152	Code Enforcement Technician	Open	Water and Sewer Utilities	10/17/2017
17153	Management Analyst	Open	Finance	10/18/2017
17155	Electric Program Manager	Open	Electric Utility	10/24/2017
17156	Public Safety Dispatcher I	Open	Police	10/27/2017
17158	Purchasing Division Manager	Open	Finance	11/30/2017
17160	Chief Stadium Authority Officer	Open	City Manager's Office	12/1/2017
17161	Director of Water & Sewer Utilities	Open	Water and Sewer Utilities	12/1/2017
17162	Assistant Director of Public Works/City Engineer	Open	Public Works/Engineering	12/1/2017
17163	Assistant City Manager	Open	City Manager's Office	12/1/2017
17166	Police Sergeant	Open	Police	11/30/2017

RECRUITMENT ACTIVITY REPORT
January 1, 2017 to December 31, 2017

17167	Police Sergeant	Open	Police	11/30/2017
17169	Street Maintenance Worker I	Open	Public Works/Streets Division	12/4/2017
17171	Electric Maintenance Worker	Open	Electric Utility	12/11/2017
17172	Community Service Officer I	Open	Police	12/13/2017
17088	Electric Utility Electrician	Open	Electric Utility	6/29/2017



**City of
Santa Clara**
The Center of What's Possible

Item II-D

Human Resources Department
Memorandum

Date: January 8, 2018

To: Civil Service Commission

From: Christine Heng, Human Resources Technician

Subject: Exam Review Report for November and December 2017

In the month of November, Commissioner Willie Brown reviewed the written examination for Associate Engineer (Civil); the performance examination for Customer Service Representative; and the oral examinations for Customer Service Representative-Permit Center, Associate Engineer (Civil), Police Lieutenant, Account Clerk III, and Code Enforcement Officer. Also in month of November, Commissioner Mario Bouza reviewed the oral examination for Assistant Engineer (Civil); and the performance examination for Tree Trimmer. There was no examination review activity for the month of December.

In the above cases, the examinations were found to be job-related and appropriate.

A handwritten signature in blue ink, appearing to be "Christine Heng".

Christine Heng
Human Resources Technician

<p style="text-align: center;">AGENDA REPORT CITY OF SANTA CLARA CIVIL SERVICE COMMISSION</p>

DATE: January 8, 2018

TO: Civil Service Commission

FROM: Director of Human Resources

SUBJECT: Request to Modify Job Specification for Forensic Coordinator

SUMMARY: The Police Department will soon conduct a recruitment for the position of Forensic Coordinator. The job specification for Forensic Coordinator was last approved in March 2008.

The Police Department reviewed and identified changes to the job specification. The Typical Duties section was updated to include the management of examinations of body worn cameras and cell phones. Duties no longer performed by this position were removed as well.

There are no recommended changes to the recruitment type (Open/Competitive) or examination weighting (100% Oral Examination).

RECOMMENDATION: Staff recommends the Civil Service Commission approve the modified job specification for Forensic Coordinator.

PREPARED BY:


Ada Chang
Management Analyst

APPROVED FOR CONTENT:


Julia Hill
Assistant Director of HR

APPROVED:


Elizabeth C. Brown
Director of Human Resources

CITY OF SANTA CLARA, CALIFORNIA
FORENSIC COORDINATOR
(486)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from an accredited college with a major in criminalistics, chemistry, biochemistry or related field; and
- Four years experience in the practice of general criminalistics.

Desirable Qualifications:

- Master's degree in criminalistics, chemistry, biochemistry or related field is preferred.
- Experience in videography, photography and computer forensics/mapping is desirable.

LICENSE

Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

The Forensic Coordinator will be assigned various complex evidence collection and analysis projects, some requiring independent work. In addition, the incumbent will be responsible for the day to day supervision of non-sworn personnel and provide technical guidance to department personnel assigned to evidence collection, processing and development.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

- Manage all digital media storage including the body worn camera platform.
- Recommends, develops and implements evidence collection, packaging and storage policies and procedures
- Consults with officers and attorneys regarding the nature of evidence, laboratory analysis and interpretation
- Uses research such as book reviews, current processing methods and evidence analysis to develop improved evidence collection and processing
- Prepares status reports on projects that are in process and have been completed
- Ensures proper compliance with regulatory agencies (i.e. California Department of Justice, OSHA, County health department, Santa Clara County DA's office, etc.)
- Reviews cases to ensure quality control
- Supports conclusions of evidence analysis
- Forensic examination(s) of cell phones that include but not limited to extraction of digital data stored on such devices
- Assists field supervisors and detectives in crime scene processing involving complex and difficult evidence collection and packaging
- Makes presentations (oral & written) to department personnel and outside groups

FORENSIC COORDINATOR (continued)

- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles of chemistry, physics, biochemistry, physiology and photography as it relates to criminalistics
- Principles, methods, materials and techniques of criminalist analysis
- Current methods of evidence collection and packaging
- Common types of narcotics, poisons, firearms and explosives
- Recent developments, current literature and sources of information in the field of criminalistics
- Practices and procedures for the handling and disposing of hazardous materials
- OSHA requirements regarding evidence collection and facilities maintenance as it pertains to facility, municipal code, etc.
- Environmental and safety practices, procedures and standards
- Federal and State laws and court decisions pertaining to the recovery of property and evidence and preservation of the evidence chain

Ability to:

- Thoroughly investigate crime scenes and evidence collected
- Conduct analysis and research of evidence collection techniques and policies
- Speak effectively before groups and in court as an expert
- Provide clear oral directions
- Prepare and maintain clear, accurate and concise records, statistics and reports
- Write effectively using proper English grammar, spelling, & punctuation
- Establish and maintain effective working relationships with those contacted in the course of work, including coworkers and the general public
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Use computers, cameras, video equipment, and photographic and chemical lab equipment
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift up to 35 pounds as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the supervision of the Chief of Police, Assistant Chief of Police, Police Captain, or assigned manager.

SUPERVISION EXERCISED

May assist in the training of other personnel as assigned.

SPECIAL CONDITIONS AND OTHER REQUIREMENTS

- Incumbents of this classification may be required to occasionally work overtime and odd and unusual hours.
- All candidates will be required to pass a City background investigation, which will include fingerprinting, polygraph and/or psychological testing.

FORENSIC COORDINATOR (continued)

- Must be able to perform all of the essential functions of the job assignment.

LEGEND:

Additions

Deletions

Approved March, 2008

Proposed January, 2018

CITY OF SANTA CLARA, CALIFORNIA
FORENSIC COORDINATOR
(486)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from an accredited college with a major in criminalistics, chemistry, biochemistry or related field; and
- Four years experience in the practice of general criminalistics.

Desirable Qualifications:

- Master's degree in criminalistics, chemistry, biochemistry or related field is preferred.
- Experience in videography, photography and computer forensics/mapping is desirable.

LICENSE AND CERTIFICATION REQUIRED

Possession of an ~~an appropriate~~ *valid* California Class C driver's license is required at time of appointment *and for the duration of employment.*

DISTINGUISHING CHARACTERISTICS

The Forensic Coordinator ~~is responsible for the day-to-day supervision of non-sworn personnel assigned to photo development and evidence storage. The incumbent~~ will be assigned various complex evidence collection and analysis projects, some requiring independent work. In addition, the incumbent will *be responsible for the day to day supervision of non-sworn personnel and* provide technical guidance to department personnel assigned to evidence collection, processing and development.

TYPICAL DUTIES

~~Each position may not include all the duties listed below, nor do the examples cover all duties that may be performed.~~ *Duties may include, but are not limited to, the following:*

- *Manage all digital media storage including the body worn camera platform. Supervises the day-to-day activities in the evidence storage area and the photo development division;*
- Recommends, develops and implements evidence collection, packaging and storage policies and procedures;
- Consults with officers and attorneys regarding the nature of evidence, laboratory analysis and interpretation;
- Uses research such as book reviews, current processing methods and evidence analysis to develop improved evidence collection and processing;
- Prepares status reports on projects that are in process and have been completed;
- Ensures proper compliance with regulatory agencies (i.e. California Department of Justice,

FORENSIC COORDINATOR (continued)

- OSHA, County health department, Santa Clara County DA's office, etc.);
- Reviews cases to ensure quality control;
- Supports conclusions of evidence analysis;
- *Forensic examination(s) of cell phones that include but not limited to extraction of digital data stored on such devices* ~~Recommends ways to improve the evidence collection process;~~
- Assists field supervisors and detectives in crime scene processing involving complex and difficult evidence collection and packaging;
- ~~Participates in current studies to interpret and correlate alcohol analysis with subjective observations of the demeanor and behavior of persons who have ingested known amounts of ethyl alcohol;~~
- Makes presentations (oral & written) to department personnel and outside groups; ~~and~~
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles of chemistry, physics, biochemistry, physiology and photography as it relates to criminalistics;
- Principles, methods, materials and techniques of criminalist analysis;
- Current methods of evidence collection and packaging;
- Common types of narcotics, poisons, firearms and explosives;
- Recent developments, current literature and sources of information in the field of criminalistics;
- Practices and procedures for the handling and disposing of hazardous materials;
- OSHA requirements regarding evidence collection and facilities maintenance as it pertains to facility, municipal code, etc.;
- Environmental and safety practices, procedures and standards;
- Federal and State laws and court decisions pertaining to the recovery of property and evidence and preservation of the evidence chain.

Ability to:

- Thoroughly investigate crime scenes and evidence collected;
- Conduct analysis and research of evidence collection techniques and policies;
- Speak effectively before groups and in court as an expert;
- Provide clear oral directions;
- Prepare and maintain clear, accurate and concise records, statistics and reports;
- Write effectively using proper English grammar, spelling, & punctuation;
- Establish and maintain effective working relationships with those contacted in the course of work, including coworkers and the general public;
- Effectively handle multiple priorities, organize workload and meet strict deadlines;
- Use computers, cameras, video equipment, and photographic and chemical lab equipment;
- ~~Supervise others, specifically those involved in the storage and photo-development segments of evidence;~~
- ~~Lift and carry up to 35 pounds of static weight;~~
- ~~Sit, stand, stoop, and bend~~ *Walk or stand* for extended periods of time.

FORENSIC COORDINATOR (continued)

- *Bend, stoop, reach, carry, crawl, climb and lift up to 35 pounds as necessary to perform assigned duties*

SUPERVISION RECEIVED

Works under the supervision of the Chief of Police, Assistant Chief of Police, Police Captain, or assigned manager.

SUPERVISION EXERCISED

May assist in the training of other personnel as assigned.

SPECIAL CONDITIONS AND OTHER REQUIREMENTS

- Incumbents of this classification may be required to occasionally work overtime and odd and unusual hours.
- All candidates will be required to pass a City background investigation, which will include fingerprinting, polygraph and/or psychological testing.
- Must be able to perform all of the essential functions of the job assignment.

AGENDA REPORT
CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: January 8, 2018

TO: Civil Service Commission

FROM: Director of Human Resources

SUBJECT: Request to Adopt Job Specification, Recruitment Type and Examination Weighting for Fire Application Data Analyst


SUMMARY: The Fire Department has a new budgeted position for Fire Application Data Analyst. This new classification was created as part of the fiscal year 2017-2018 Budget and will be included in Unit 578.

Attached is a memorandum from the Fire Chief requesting that the Commission approve the new job description for Fire Application Data Analyst. The new job description reflects the duties the incumbent will be expected to perform in supporting fire information technology systems and using those systems to collect, analyze, and present data. The Typical Duties and Knowledge, Skills, and Abilities sections demonstrate the technical knowledge and related abilities needed pertaining to fire information technology systems and utilizing them for data extraction and presentation.


It is recommended that the recruitment type for Fire Application Data Analyst be Open/Competitive. It is also recommended that the exam weighting for Fire Application Data Analyst be 100% Oral.

RECOMMENDATION: Staff recommends the Civil Service Commission approve the proposed job specification for Fire Application Data Analyst, and establish the recruitment type as Open/Competitive, with an examination weighting of 100% Oral.

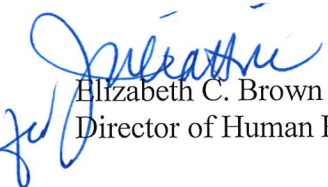
PREPARED BY:


Ada Chang
Management Analyst

APPROVED FOR CONTENT:


Julia Hill
Assistant Director of HR

APPROVED:


Elizabeth C. Brown
Director of Human Resources

CITY OF SANTA CLARA, CALIFORNIA
FIRE APPLICATION DATA ANALYST
(New)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree in Computer Science, Information Systems, Statistics, Mathematics, or approved related field; and
- Three (3) years recent full time paid experience in data analysis and management of databases, applications and networking and operating systems; as well as programming experience in one or more high level structured program languages, such as T-SQL.

Desirable Qualifications:

- Experience working within a Fire Department environment is desirable.
- Experience with FireRMS, Rescue Bridge, Patient Care Report (PCR) Systems, Computer Aided Dispatch (CAD) systems, Enterprise Control Management (ECM) systems, Intterra Situation Analyst Tool, Automatic Vehicle Location (AVL) systems, Department Business Inspection Software, Knox Box configuration and maintenance, and Fire Department staffing software is desirable.

LICENSES

Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

The Fire Application Data Analyst supports the mission of the Fire Department through the collection, analysis, presentation and application of data. This analyst works with Fire Department personnel, city staff, and other agencies to provide a variety of routine and complex analytical, administrative and technical work in the analysis of Fire Department programs, services, systems, and performance.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of professional level duties to support information technology systems and programs in assigned area; serves as a liaison between system users and information systems staff in the development, implementation, administration and maintenance of information systems, computer programs, and software applications
- Coordinates the installation, configuration, testing, and maintenance of all Fire department applications such as KeySecure and AED systems, and makes recommendations to the department on technological improvements
- Cleans and manipulates large datasets for analysis; develops and manages data standards and reporting tools; supports data integration from other agencies

FIRE APPLICATION DATA ANALYST (continued)

- Transmits data to and from fire and dispatch center computer-based systems; creates and modifies SQL scripts and Crystal Reports on applications
- Utilizes fire applications to analyze and interpret data to assist the department with the department strategic plan
- Analyzes the performance measurement process to ensure improvement of organizational efficiency and effectiveness including the use of performance indicators
- Analyzes, evaluates, tests, debugs, and supports applications to ensure systems are operating properly
- Patches, upgrades, and troubleshoots Fire Department applications
- Extracts and analyzes data from dispatch and Fire Department databases; interprets and prepares data for studies, reports and recommendations for Fire Departments and other public agencies
- Designs, implements, and maintains complex SQL database systems for data warehousing, integration, analytics and reporting
- Supports agency accreditation requirements including: Community Risk Assessment & Standards of Cover (CRA-SOC) and Fire and Emergency Services Self-Assessment (FESSA); and produces response performance and deployment analyses, as well as charts and graphs for use in accreditation documents and department reports
- Develops written technical documentation, internal operating procedures, and user manuals and instructions; develops instructional materials and conducts training programs on software applications; updates technical and training manuals as required, and may train other employees on project-related data procedures and guidelines
- Performs other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Microsoft Office Suite and SQL Server Reporting Services (SSRS), including writing and maintaining complex SQL queries, as well as administration and patching
- Geographic Information Systems (GIS), Computer-Aided Dispatch (CAD), Records Management System (RMS), and other Fire Department applications
- Data analysis methods, structured language methods, statistical techniques
- Program coding and testing
- NFIRS, Fire Disposition Code and Occupancy Classification
- Operational applications for CAD/UDT, FireRMS, Defibrillator, Fire Inspection and Fire Permit
- Fire dispatching process and Fire Incident Type classification
- Data analysis and presentation techniques
- Fire Department functions, operations and activities

Ability to:

- Apply effective data searching, extracting and manipulating methods to applications
- Communicate effectively, both orally and in writing
- Analyze complex procedures and data and develop appropriate logical conclusions
- Evaluate and maintain Fire Department applications

FIRE APPLICATION DATA ANALYST (continued)

- Troubleshoot applications, systems and programming malfunctions and take corrective actions
- Document and maintain documentation of current system requirements
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public
- Work in a team-based environment and achieve common goals
- Define problems, collect data quickly and accurately, establish facts and draw valid conclusions
- Work independently with minimal instruction and direction
- Exercise discretion and maintain confidentiality
- Apply new technologies to data analysis and reporting
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the general direction of the Fire Chief and/or the Deputy Fire Chief, other supervisor as assigned.

SUPERVISION EXERCISED

Provide technical direction and training to staff, contractors and vendors as needed.

OTHER REQUIREMENTS

- May be required to work unusual hours and weekends in the performance of their duties and be available on an "on call" basis
- Employees are required to pass initial and periodic comprehensive background checks, which may include fingerprinting and a medical examination to meet Federal, State and/or industry security requirements
- Must be able to perform all of the essential functions of the job assignment

<p style="text-align: center;">AGENDA REPORT CITY OF SANTA CLARA CIVIL SERVICE COMMISSION</p>

DATE: January 8, 2018

TO: Civil Service Commission

FROM: Director of Human Resources

SUBJECT: Request to Waive Examination Process for Utility Field Services Supervisor

SUMMARY: This is a request from the Finance Department seeking approval to waive the examination process for the Utility Field Services Supervisor Classification, which is a Closed/Promotional recruitment with examination weighting of 100% oral examination.

The recent recruitment for Utility Field Services Supervisor resulted in one candidate who met the qualifications for the examination process. Waiving the oral examination will reduce the amount of time and expense to fill the position and allow the department to conduct a departmental interview and potentially fill the vacant position earlier.

RECOMMENDATION: Staff recommends the Civil Service Commission approve the request to waive the current examination process for Utility Field Services Supervisor.

PREPARED BY:



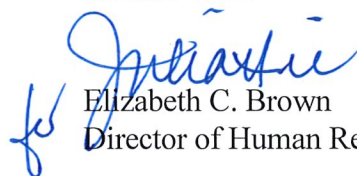
Christine Doan
HR Technician

APPROVED FOR CONTENT:



Julia Hill
Human Resources Assistant Director

APPROVED:



Elizabeth C. Brown
Director of Human Resources



**City of
Santa Clara**
The Center of What's Possible

RECEIVED
JAN 02 2018
HUMAN RESOURCES DEPARTMENT
CITY OF SANTA CLARA

Finance Department
Memorandum

Date: January 2, 2018

To: Director of Human Resources

From: Director of Finance

Subject: Request to Waive Examination Process for Utility Field Services Supervisor

The Finance Department conducted a closed/promotional recruitment for Utility Field Services Supervisor. One qualified application was received. We are seeking approval to waive the examination process for the Utility Field Services Supervisor. Waiving the oral exam will reduce the amount of time and expense to fill the position and allow the department to immediately conduct a departmental interview, expediting the hiring process.

Thank you for your consideration.

Sincerely,



Angela Kraetsch
Director of Finance

cc: Michelle Eglesia, Municipal Services Division Manager

AGENDA REPORT
CITY OF SANTA CLARA CIVIL SERVICE COMMISSION

DATE: January 8, 2018

TO: Civil Service Commission

FROM: Director of Human Resources

SUBJECT: Request to Waive Examination Process for Maintenance Systems Specialist

SUMMARY: Attached is a request from the Water & Sewer Utilities Department requesting approval to waive the examination process for Maintenance Systems Specialist which is an Open/Promotional recruitment with a 100% oral examination.

The recent recruitment for Maintenance Systems Specialist resulted in one qualified candidate. Waiving the oral examination will significantly reduce the amount of time and expense to fill the position. Also, it will eliminate the need to bring in three raters from outside agencies to evaluate one candidate. With only one candidate, the department interview will provide the basis for determining if the candidate possesses the knowledge, skills and abilities necessary to successfully perform the duties of the position.

RECOMMENDATION: Staff recommends that the Civil Service Commission approve the request to waive the examination process for Maintenance Systems Specialist.

PREPARED BY:

APPROVED FOR CONTENT:

APPROVED:



Vicki Sapp
Sr. HR Technician



Julia Hill
Asst. HR Director



Elizabeth C. Brown
Director of Human Resources



**City of
Santa Clara**
The Center of What's Possible

Water & Sewer Utilities
Memorandum

Date: December 20, 2017

To: Human Resources Director

From: Water & Sewer Utilities Director *FW.*

Subject: Maintenance Systems Specialist (Job #: 79-17-569)

The position of Maintenance Systems Specialist (Job Number: 79-17-569) was posted on October 4, 2017. It was originally scheduled to close on November 6, 2017 but was kept open one additional week, due to a low number of qualified candidates. Upon closing, there was only one candidate who was passed by the Department based on specific needs for experience with GIS, Database, and Asset Management. The other candidates exhibited technical skills in systems administration, network administration, technical support, desktop support, and programming. However, these skills are not specific to the needs of the Department as related to this position. Since only one candidate passed, Water & Sewer Utilities is requesting to bypass the panel interview process and go directly to the Department selection interview

cc: Department File